

**1 JUNE 1998**



**Personnel**

**EMPLOYMENT INFORMATION FOR  
FAMILIES BEING ASSIGNED TO OVERSEAS  
AREAS**

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This pamphlet provides general information about Air Force civilian employment to military and civilian family members who will accompany their sponsor to an overseas area. It does not include information about employment in Alaska, Hawaii or Guam.

**SUMMARY OF REVISIONS**

**This document is substantially revised and must be completely reviewed.**

**1. Introduction.**

1.1. It is important to understand that the number of Air Force civilian positions available to United States citizens in foreign areas is significantly lower than the number available in the United States. In addition, the agreements between the United States and host countries, which govern our presence in the respective countries, require that many of the positions be authorized for and filled by Nationals of the host country; consequently, the number of positions available to United States citizens is further limited.

1.2. The information provided herein will help you understand the procedures utilized overseas to enhance employment opportunities for family members of US Armed Forces personnel and Federal civilian employees assigned overseas. This pamphlet focuses on the overseas employment experience to include employment opportunities, application procedures, military spouse preference, types of appointing authorities used and employment upon return to the United States. It also provides useful information regarding when the Air Force initiative to regionalize aspects of civilian personnel servicing, at one center, is programmed to affect overseas bases.

## **2. Employment Opportunities.**

2.1. In foreign areas, the Department of Defense (DoD) is the major employer of United States citizens. Paragraphs 1 through 8 address Air Force appropriated fund employment procedures. Paragraph **9**. addresses other employment opportunities you may find in the overseas area.

2.2. Employment opportunities for family members who are not United States citizens may be more limited or unavailable in some foreign locations because of governing treaties, agreements, local law or other administrative arrangements.

2.3. Some positions are not filled locally, but are filled by the Air Force Career Programs located in San Antonio, Texas. You can find additional information on the Air Force Career Programs via the internet at **www.afpc.af.mil**.

2.4. Although this pamphlet provides useful information about applying for employment, we recommend that you contact the servicing Civilian Personnel Flight (CPF) at the overseas location, to get information concerning specific employment opportunities in the area to which your sponsor is being assigned. We also suggest that you review the web site of the gaining base as many bases have current employment information on their web site.

2.5. The Career Focus Program Manager in the Family Support Center (FSC) may have useful information regarding employment opportunities in the area. The FSC at your losing base can help you contact the Career Focus Manager at your future home. Additionally, a special Family Support web site entitled "Crossroads" can provide you with information on both employment and services/resources at your gaining base. This web site can be accessed via the internet at **www.famnet.com**.

## **3. Applying for Employment.**

### **3.1. Status Applicants:**

3.1.1. If you are a current appropriated fund employee, we recommend you contact your servicing Civilian Personnel Office (CPO) to request leave without pay (LWOP). The servicing CPO will review your Official Personnel File (OPF) to determine if you are eligible. This is particularly important for employees seeking Federal employment upon arrival at the overseas location to preclude a break in service.

3.1.2. If you are a current Air Force appropriated fund employee, we also encourage you to ask your servicing CPF to transmit your personnel transaction identifier (PTI), CC1 and your expected date of arrival in the overseas location. The PTI CC1 is your automated personnel data record that the CPF can transmit to the activity which you are seeking employment. In addition, ask about registering in the Central Skills Bank (CSB) and, if eligible, in the Air Force Career Programs; both are automated systems which allow for consideration while you are still in the United States. If you are eligible and decide to register in either the Career Programs, CSB or both, ensure that your registration(s) is accurate and complete. It would also be helpful for you to obtain a copy of your SF-75 information from your servicing CPF to submit to the gaining CPF. This information is beneficial if you are selected for a position at the gaining base and will expedite the appointment process.

3.1.3. Upon arrival in the overseas area, present copies of personnel action documents (SF-50 or similar document) that establish your status as a current or former Federal employee, your most recent performance appraisal and availability for employment. Additionally, satisfy any local

CPF requirements (if applicable) and self certify your current proficiency in typing or stenography, if you are seeking such a position.

3.1.4. If your previous CPF transmitted your CC1, ensure the gaining CPF received the information and that it's still current.

3.1.5. If you are a Non-Air Force status employee, you may mail your application to the servicing CPF overseas for consideration. Application for employment with overseas CPFs may be made 30 days before your anticipated arrival. However, military spouse or family member preference may not be granted until you actually arrive at the overseas location.

### **3.2. Nonstatus Applicants Seeking Employment:**

3.2.1. You may apply for employment by filing an Optional Form (OF) 612, SF-171 or resume with the CPF in the area to which you are being assigned. The SF-171 is in the process of being phased out; therefore, the OF 612 or resume are the preferred means for making application for employment. Generally, CPFs do not accept applications for positions unless they have a specific vacancy or an open announcement. Open vacancy announcements are generally for positions that are hard to fill or subject to high turnover. Accordingly, the CPF maintains a file of applications based on projected recruitment needs for certain positions and grade levels found at that activity.

3.2.2. Notwithstanding the policy employed by most CPFs of accepting applications only for positions under recruitment, you may apply for employment 30 days before your anticipated arrival in the overseas area. However, you will not receive preference until you actually arrive. Applying in advance is particularly important for family members who have special skills; such as experience as a civil engineering, accounting or child development technician. In many overseas areas, the pool of candidates for skilled positions is limited. Therefore, advance receipt of your application will assist the personnel office in fulfilling recruitment needs by matching prospective vacancies with potential candidates. State in your cover letter that you are a family member who will accompany a military or civilian sponsor, your expected arrival date in the overseas area and availability to begin work.

3.2.3. If you mailed your application prior to leaving your previous base, ensure the CPF received the complete package and that it's still current. Otherwise, upon arrival, submit your application for employment along with all other relevant documentation and advise the CPF of your availability. At that time, satisfy any local requirements (if applicable) and self certify your current proficiency in typing or stenography, if you are seeking such a position.

## **4. Application Preparation.**

4.1. As stated in paragraph 3.2.1., you have several options available to you when submitting an application for employment. If you need assistance with preparation of your application or other job search/ preparation efforts, you may make an appointment with the Career Focus Manager in the Family Support Center at either the gaining or losing base.

4.1.1. The Career Focus Manager can assist you with identifying your skills and interests, help with job search techniques and provide classes on the preparation of resumes and the development of interview skills. He or she can help you enhance your marketability, suggest volunteer placements and provide other services that may help increase your opportunities for future employment. He or she can also provide one-on-one short-term and/or long-term career counseling. The Family Support Center's professionally trained staff is ready to assist with your career and/or

employment goals. You should take advantage of this excellent opportunity as these services are available to you at no cost.

4.1.2. Remember that your application will be your first impression on the selecting supervisor. Therefore, you should ensure that the final product is representative of the quality work you are capable of doing.

4.1.3. If you have completed college level courses, bring a copy of your transcript(s) with you. The CPF may be able to qualify you for positions by substituting your education for experience.

**5. Regionalization.** The Air Force Personnel Center (AFPC), at Randolph Air Force Base, San Antonio, Texas, implements personnel programs affecting the nearly 400,000 active-duty members and 185,000 civilian employees through major commands and a worldwide network of military and civilian personnel flights. The AFPC began operations 1 October 1995 focusing on the regionalizing aspects of civilian personnel servicing for appropriated fund civilian employees at one regional center. By the end of 1999, AFPC will have transitioned 75 bases with a servicing population of over 84,903 employees (Fiscal Year (FY) 99 figures). AFPC will start transitioning overseas bases in the third quarter of FY 99 (April - June 1999 time-frame); therefore, if your sponsor receives an assignment to an overseas area on or after this time-frame, please contact your local Air Force CPF for current application procedures. Please note, however, the only form of application that will be acceptable is a resume prepared in the format required by the "Air Force General Announcement for Civilian Jobs." You can obtain a copy of this pamphlet by visiting the AFPC Home Page at: <http://www.afpc.af.mil/palacecompass/applican/AFJOB1.HTM> or by writing to: HQ AFPC/DPCF, Attn: General Announcement, 550 C Street West, Suite 57, Randolph AFB, TX 78150-4759.

## **6. Military Spouse Preference.**

6.1. Spousal preference was one of several initiatives implemented by the Military Family Act of 1985, Public Law 99-145 as amended (now codified in Section 1784 of Title 10, United States Code) to help retain military members and enhance the well-being of military families. Military spouse preference provides priority in the selection process for a military spouses who is relocating as a result of his or her military sponsor's permanent change of station (PCS). A military spouse preference eligible may exercise preference for most vacant DoD appropriated fund (APF) positions at grades GS-15 and below (or equivalent wage grade positions) in the competitive or excepted service. Preference applies only to positions within the commuting area of the permanent duty station of the sponsor. A military spouse is entitled to spouse employment preference as long as he or she is among the best qualified for the position. He or she may exercise preference no more than one time per permanent relocation of military sponsor and preference is given up to the highest grade held on a permanent basis.

6.2. To qualify for spousal preference, the spouse must have entered into the marriage with the military sponsor prior to his or her reporting date to the new geographic area. Spouse preference eligibility begins when the military spouse actually arrives at the overseas location. Although a military spouse cannot exercise his or her spouse preference until arrival in the overseas area, sending an application approximately 30 days prior to reporting date will help the servicing CPF stay abreast of applicants coming to the area who possess the necessary knowledge, skills and abilities for prospective vacancies. Military spouse preference applies only to initial employment in a continuing position at the overseas location. Once he or she accepts or declines such a position at the new duty station, eli-

gibility terminates, whether or not the position was obtained by invoking spouse preference (this also applies to positions with NAF and AAFES).

6.3. Military spouse preference does not apply if it would conflict with existing treaties, country-to-country agreements or if the placement would violate laws or regulations on nepotism or veterans preference. In addition, candidates in certain categories have priority over military spouses such as veterans for initial appointment, career employees displaced from their positions through no personal cause, selected employees placed under the Equal Employment Opportunity (EEO) Program and selected, planned career progression of employees in developmental positions.

6.4. Management has the right to select from any source of candidates. Generally, when management chooses to select from a list of candidates such as reassignment, voluntary change to lower grade, repromotion eligibles, reinstatement eligibles, etc. (noncompetitive actions), spouse preference will not apply. However, if management chooses to select from a list of promotion eligibles (competitive actions), a military spouse preference eligible, who is ranked among the best qualified, must be selected for the position unless the local commander grants an exception. If the CPF determines that more than one military spouse is among the best qualified, management may select any one of the military spouse preference eligible candidates on the referral list.

## **7. Appointing Authorities.**

### **7.1. Career or Career-Conditional Appointment:**

7.1.1. CPFs use this authority to appoint United States citizens to nontemporary, competitive service positions in the United States.

7.1.2. In the overseas area, CPFs generally do not appoint applicants using this authority unless the applicant is a current career or career-conditional employee or a former career or career-conditional employee with reinstatement rights (see status applicant). Veterans preference rules do not apply in this case as preference is given to an employee on initial competitive appointment in Federal service.

7.1.3. Locally available family members eligible for career or career-conditional appointment are referred ahead of local nonfamily member applicants.

### **7.2. Dependent Hire Appointment Authority (Schedule A, 213.3106 (b) (6)):**

7.2.1. No prior Federal service is required for this type of appointment.

7.2.2. This authority specifically provides for the employment of a family member(s) who is residing with his or her military or civilian sponsor stationed in a foreign area.

7.2.3. Under this authority, veteran's preference rules require selection of a qualified veteran family member ahead of a nonveteran family member.

**7.3. Overseas Limited Appointment:** CPFs use this authority to appoint United States citizens available in the overseas area who are nonstatus applicants and are not family members of military personnel or Federal civilian employees stationed in the area. Under this appointing authority, applicants are not subject to competitive examination. Veteran's preference rules apply.

**7.4. Veterans' Readjustment Appointment (VRA):** CPFs may use this authority to appoint applicants who meet VRA requirements in positions deemed as hard to fill. The servicing CPF in the over-

seas area determines when a position is hard to fill. The CPF can also help an applicant who has served in the military determine if he or she meets the requirements for this appointing authority.

## **8. Employment in the Republic of Panama.**

8.1. DoD appropriated fund employment policies in the Republic of Panama are administered under provisions of the Panama Canal Act of 1979 (Public Law No. 96-70) and the provisions of the Panama Canal Treaty of 1977 and related agreements. The DoD uses the Panama Canal Employment System (PCES) which is administered by the Panama Canal Commission. The PCES is an excepted service system that parallels the competitive civil service system in the United States.

8.1.1. Unless a position must be filled by a United States citizen for security reasons, positions in Panama may be filled by either a Panamanian or a United States citizen. Additionally, established wage rates apply equally to both Panamanian and United States citizen employees. While there is no "dependent hire authority" in Panama and the temporary hire policy implemented in 1989 as part of the Treaty implementation precludes permanent appointments, a family member with permanent competitive status may submit his or her application to the CPF. The CPF will consider an applicant for all permanent positions for which he or she qualifies, up to the highest grade held on a permanent basis. To be considered for positions at a higher grade, applicants must apply under the appropriate announcement. Family members who have not worked for the Federal government on a permanent basis may apply under local recruitment announcements for hire as a temporary employee. However, these appointments do not provide permanent competitive status. Applicants eligible for veteran's preference have priority over nonveterans for positions filled by temporary appointment. To be considered for clerical, administrative and support positions at the NM-03 and NM-04 grade levels (NM is equivalent to GS), applicants "without" permanent competitive status must take a clerical test administered by the Central Examining Office (CEO) to establish eligibility for employment consideration. The CEO is equivalent to an OPM area office in the United States. Both US and non-US citizens can apply for job consideration on competitive registers; however, Panamians receive an 11-point preference in the rating process. A dependent who serves at least 12 months on a PCES temporary appointment while accompanying his or her sponsor, obtains eligibility for permanent appointment consideration upon return to the United States. The 31 December 1999 implementation of the Panama Canal Treaty will result in the abolishment of the current PCES. Currently, there is no information available concerning employment possibilities beyond that date, nor the type of employment system the United States will establish.

## **9. Returning to the United States.**

9.1. We recommend you follow the same procedures outlined in paragraph 3. to apply for employment when returning to the United States.

9.1.1. A family member employed overseas who meets eligibility under Executive Order (EO) 12721 or based on former employment in Panama, or with personal career or career-conditional status may apply for placement assistance through the DoD Priority Placement Program (PPP) 30 days prior to sponsor's reporting date or at the time of his or her sponsor's return to the United States. We encourage the family member to have the overseas CPF complete the necessary documentation for him or her to submit to the stateside activity. This approach will assure that the most current information is input; thereby expediting the placement process. Registration is restricted to those DoD activities in the commuting area to which his or her sponsor is being assigned. The

overseas CPF is available to answer questions relative to the program and assist with PPP registration.

9.1.2. Family members have two programs available for PPP registration. A military spouse may register in Program S (DoD Military Spouse Preference Program as defined under DoD 1400.20-1-M, Appendix I) if he or she has competitive status or meet one of the criterion in paragraph 9.1.3. or paragraph 9.2. Program S is the only means by which an eligible military spouse may receive spousal priority referral for appropriate vacancies at DoD activities in the commuting area of his or her military sponsor's duty station. Military spouses are a priority 3 in the PPP program. Family members, who are not military spouses but have competitive status or meet the criteria in paragraph 9.1.3. or paragraph 9.2., may also use the PPP program. Family members are also given priority 3 consideration; however, military spouses registered in Program S are given priority over family member registrants.

9.1.3. Family members who were employed overseas under the Dependent Hire Authority (Schedule A) or under temporary appointments of the Panama Canal Employment System and meet the conditions of eligibility below, may be selected and noncompetitively appointed on a career-conditional basis to a competitive service position after return to the United States. This eligibility relates to EO 12721 mentioned in paragraph 9.1.1. To be eligible, an individual must:

9.1.3.1. Currently be a citizen or national of the United States.

9.1.3.2. Have completed a minimum of 52 weeks of creditable overseas service in an appropriated fund position under a local hire appointment. The overseas employment need not have been continuous, as long as it totals 52 weeks. Regulations provide for the head of an agency to waive up to 26 weeks in certain instances; see your servicing CPF for details.

9.1.3.3. Have received a fully successful or better performance rating (or equivalent) for overseas service used to qualify employee for Executive Order eligibility.

9.1.3.4. Have been a family member of a Federal civilian employee or a military member (the sponsor) who was officially assigned to the overseas area during the period of creditable overseas employment.

9.1.3.5. Have accompanied the civilian or military sponsor on official assignment to the overseas area during the period of creditable overseas employment.

9.1.3.6. Be appointed within 3 years of his or her return to the United States to resume residence following an overseas tour of duty during which eligibility was acquired.

9.1.3.7. Meet all qualification requirements and time-in-grade restrictions for the position.

9.1.4. Before returning to the United States, contact the overseas CPF for additional information concerning eligibility for noncompetitive appointment to positions in the United States and LWOP eligibility.

9.2. Family members who are United States citizens and were employed in Panama and separated from career or career-conditional appointment under the Canal Zone Merit System (which was in effect until 31 March 1982), or the Panama Canal Employment System, after 31 March 1982, may be noncompetitively appointed to competitive service positions under the following conditions:

9.2.1. Employee must have completed at least 1 year of continuous service under a nontemporary appointment immediately before separation from the qualifying career or career-conditional appointment.

9.2.2. There is no time limit on the appointment eligibility under this authority for individuals with veteran's preference; or for individuals without veteran's preference who have completed at least 3 years of service under career-conditional or career appointment without a break in service in excess of 30 days.

9.2.3. Former employees, who have not completed the minimum 3 years' service required for indefinite eligibility, may be appointed only within 3 years from the date of separation.

9.3. Family members who were employed overseas under the Dependent Hire, Overseas Limited, or other local hire appointment who do not meet the conditions of eligibility under paragraph 9.1.3. or paragraph 9.2. may be appointed to competitive service positions in the United States through the normal competitive examining procedures. These procedures require filing an application with the Office of Personnel Management (OPM) or a Federal agency in response to a vacancy announcement open to the general public. If you use this procedure, your application will be rated and your name placed on a competitive register with other eligible candidates for referral consideration. The CPF in the area to which you return may have information about available open announcements or may be able to furnish the address of the nearest OPM Job Information Center. You may also secure information about Federal job opportunities via the internet at [www.usajobs.opm.gov](http://www.usajobs.opm.gov).

9.4. A career-conditional employee who is a family member (a spouse or an unmarried child under 23 years of age) and leaves Federal employment to accompany his or her sponsor on official assignment to an overseas duty station, may extend the 3-year eligibility for reinstatement by the amount of time equal to the period spent overseas in connection with sponsor's assignment. The period of overseas residency which extends reinstatement eligibility begins on the date the family member departs the United States and ends on the date the family member returns to the United States, at the conclusion of the sponsor's tour of duty.

**10. Other Employment Opportunities.** In some areas, opportunities for employment may exist in Air Force Nonappropriated Funds (NAF) or the Department of Defense Dependent Schools (DoDDS).

10.1. Air Force Services NAF employment opportunities:

10.1.1. Most services squadrons located in overseas areas provide a wide range of full-time and part-time NAF employment opportunities. These opportunities include occupations related to hospitality, food and beverage operations, sports and recreation, youth and child development, accounting and financial management, clerical and crafts and trades. You may obtain information on specific job opportunities, application procedures and NAF pay and benefits from the Services Human Resources Office (HRO) at the overseas location.

10.1.2. If you are a current NAF employee and desire to continue your employment at an overseas location, you should contact your Services HRO for information on application procedures, LWOP entitlements relative to a PCS move, and provisions for continuing your present benefits.

10.1.3. As a US citizen NAF employee, you have most of the same privileges as your appropriated fund counterparts who are working in overseas area, to the extent permitted by country-to-country agreements. These include use of commissary, exchange, laundry, transportation, postal services, recreation and religious facilities.

10.1.4. Certain key NAF management positions at the NF-IV level and above are filled through the Services Career Program. These Career Program positions include Club Managers, Assistant Club Managers, Golf Course Managers, Assistant Golf Course Managers, Bowling Center Managers, Assistant Bowling Center Managers and Chefs. If you are interested in applying for these positions, you should contact the HRO at the nearest installation, or the Services Career Program at (210) 652-4055 or DSN 487-4055.

## 10.2. DoDDS employment opportunities:

10.2.1. DoDDS is a field activity of the Department of Defense. It is responsible for administering DoD elementary, middle and secondary schools in foreign countries.

10.2.2. Personnel services for DoDDS are centralized. The Arlington Personnel Center reviews and rates teacher applications, whether a candidate is available locally or worldwide. DoDDS also has Personnel Center Representatives (PCRs) in its overseas district offices. The PCRs review, rate, refer and appoint candidates to support positions classified at GS-7 and below, as well as substitute teacher positions. You must be a US citizen to be a teacher or sub with DoDDS. You may call or write for the name and address of the PCR in the overseas area to which you are moving by using the address and telephone number in paragraph 10.2.4. You may access information about individual DoDDS schools on the worldwide web at: <http://educ.odedodea.edu/schools/profiles/dodds>.

10.2.3. DoDDS have a variety of overseas employment opportunities to include teaching and school support positions, such as secretary, educational aid and various administrative jobs. Family member preference is applicable when filling both teacher and nonteacher positions within DoDDS. DoDDS may grant family member preference for teacher positions as soon as the sponsor receives travel orders for overseas assignment.

Therefore, family members who are qualified for teaching positions are encouraged to apply immediately upon receipt of travel orders. It's important to understand that military spouse preference does not apply to the employment of teachers with DoDDS but does apply to nonteaching positions. In recruitment of nonteacher positions, the preference is extended no earlier than 30 days prior to the family member's anticipated arrival in the overseas command. Family members with military spouse preference eligibility have priority over family members without said eligibility for nonteacher positions.

10.2.4. The DoDDS teacher application brochure (which contains application material, minimum eligibility and qualifications requirements as well as teaching categories and requirements) may be accessed on the internet at: <http://educ.odedodea.edu/pers/application>. You may also request the brochure from DoDDS by calling (703) 696-3067, or by writing to: DoDDS Recruitment Unit, 4040 North Fairfax Drive, Arlington, VA 22203-1634.

10.2.5. For information about teaching or other support positions in DoD schools in Guam, contact the Guam personnel office at 011-671-339-2370. (**NOTE:** Military spouse preference does apply to the employment of teachers for the DoD schools in Guam).

10.3. Other sources for employment may include the Army and Air Force Exchange Service, on base banks, credit unions or other establishments providing services to United States forces. Generally, you will find little or no opportunity for employment in the community.

MICHAEL D. McGINTY, Lt General, USAF  
DCS/Personnel

**Attachment 1****GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

Executive Order 12721, *Eligibility of Overseas Employees for Noncompetitive Appointments*, July 30, 1990

Public Law 99-145, “*DoD Authorization Act*,” November 8, 1985, Section 806, *Employment for Military Spouses*,” as amended

Title 10, United States Code, Section 1784

Public Law 96-70, “*The Panama Canal Act of 1979*,” September 27, 1979

DoD 1400.20-1-M, Appendix I, “*DoD Military Spouse Preference Program*,” September 1990

***Abbreviations and Acronyms***

**APF**—Appropriated Fund

**CEO**—Central Examining Office

**CPF**—Civilian Personnel Flight

**CPO**—Civilian Personnel Office

**CSB**—Central Skills Bank

**DIN**—Data Identification Number

**DoD**—Department of Defense

**DoDDS**—Department of Defense Dependent Schools

**EEO**—Equal Employment Opportunity

**FY**—Fiscal Year

**FSC**—Family Support Center

**HRO**—Human Resources Office

**LWOP**—Leave Without Pay

**NAF**—Nonappropriated Funds

**OPF**—Official Personnel File

**PCES**—Panama Canal Employment System

**PCR**—Personnel Center Representative

**PCS**—Permanent Change of Station

**PPP**—Priority Placement Program

**PTI**—Personnel Transaction Identifier

**VRA**—Veterans’ Readjustment Appointment

### *Terms*

**Appropriated Fund Positions**—Positions supported by funds appropriated by the Congress. Associated pay plans are General Schedule (GS), General Manager (GM) and Federal Wage Schedule (Wage Grade, Wage Leader, and Wage Supervisor). Appointments to appropriated fund positions are governed by rules and regulations of the Office of Personnel Management (OPM), just as in the United States. Associated pay plans in Panama include NM (Non-Manual - equivalent to GS) and Trades and Crafts positions (MG, ML, MS - equivalent to FWS). Appointment to appropriated fund positions in Panama are governed by a combination of US Laws and the Panama Canal Treaty and administered based on rules issued by the Panama Area Personnel Board (PAPB).

**Best Qualified**—As highly qualified as the lowest ranking referred candidate.

**Commuting Area**—The commuting area for spouse preference includes the military sponsor's duty station and the surrounding localities to which the spouse has determined he or she is willing to travel back and forth daily for employment. Customary commuting area definitions will be used.

**Continuing Position**—A position which is expected to last 1 year or of indefinite duration.

**Family Member**—The spouse or unmarried dependent child (under age 23) of a member of the US Armed Forces or a US citizen civilian employee of a government agency, including NAF activities, whose duty station is in the foreign area. A dependent child includes a stepchild, adopted child, foster child and a child under legal guardianship residing with a military member or US citizen civilian employee.

**Local Applicant**—An individual, status or nonstatus, residing in the local overseas area. Family members are given preference over nonfamily members to the extent authorized under veteran's preference rules.

**Military Spouse Preference Eligible**—A spouse who entered into marriage with the military sponsor before the military sponsor's reporting date to the new duty station.

**Non-Appropriated Fund (NAF) Positions**—Positions which provide services for the morale, welfare and recreation of Air Force personnel. As in the United States, these positions are found in such services squadron activities as recreation facilities, the clubs, base lodging, and others. Employment priority is given to military spouse preference candidates and family members. Unlike appropriated fund employment, NAF employment is not Federal civil service. It is, however, considered Federal employment.

**Nonstatus Applicant**—An individual who has never held a career or career-conditional appointment in the Federal service, or a nonveteran who has been separated from a career-conditional appointment for more than 3 years.

**Stateside Hire**—An employee recruited from the United States for overseas employment who is on a transportation agreement; normally restricted to status applicants.

**Status Applicant**—A current or former Federal employee who has served under a career or career-conditional appointment in the Federal civil service. Normally, authority to reinstate a former career conditional employee (except those with veteran's preference) terminates 3 years after separation. However, that 3-year period is extended for a family member who left career-conditional employment to accompany a sponsor to a foreign area.

**United States**—The 50 states, District of Columbia, Puerto Rico, Guam and other territories and

possessions of the United States.

**Veteran Preference**—As defined in 5 U.S.C. 2108 and 5 CFR, part 211. Generally authorized for individuals who served on active duty under honorable conditions during a war, in a campaign or expedition for which a campaign badge has been authorized. (**NOTE:** If you have served on active duty, please contact your local CPF representative for precise information regarding whether you qualify for veterans preference).

**Attachment 2****EMPLOYMENT INFORMATION FOR FAMILIES BEING ASSIGNED TO OVERSEAS  
AREAS****A**

Aviano AB Italy  
31 MSS/DPCS  
Unit 6125 Box 65  
APO AE 09601-2565

**H**

Howard AFB PN  
24 MSS/DPCS  
Unit 0585  
APO AA 34001-0585

**I**

Incirlik AB TU  
39 MSS/DPCS  
APO AE 09824-7585

Izmir AB TU  
425 ABS/DPCS  
APO AE 09821-7035

**K**

Kadena AB JA  
18 MSS/DPCS  
Unit 5134 Box 30  
APO AP 96368-5134

Kunsan AB KOR  
8 MSS/DPCS  
Unit 2102  
APO AP 96264-2102

**L**

Lajes Field Azores  
65 MSS/DPCS  
Unit 6856  
APO AE 09720-6856

**M**

RAF Mildenhall UK  
3 AF/DPCS  
Unit 4840 Box 35

APO AE 09459-4840  
Misawa AB JA  
35 MSS/DPCS  
Unit 5021  
APO AP 96319-5021

**O**

Osan AB KOR  
51 MSS/DPCS  
Unit 2097  
APO AP 96278-2097

**R**

Ramstein AB GE  
86 MSS/DPCS  
Unit 3220 Box 365  
APO AE 09094-0365

**S**

Sembach AB GE  
USAFE CPO/DPCS  
Unit 5200  
APO AE 09136-5200

**16**

**AFPAM36-508 1 JUNE 1998**

Spangdahlem AB GE

52 MSS/DPCS

Unit 3655 Box 110

APO AE 09126-5110

**Y**

Yokota AB JA

374 MSS/DPCS

Unit 5123

APO AP 96328-5123